

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions in the fire suppression division. Employees of this class are responsible for supervising all employees on an assigned shift, coordinating work schedules and daily activity to see that all stations are manned, for the training of subordinate personnel, and for administrative duties related to the assigned shift. District Fire Chiefs assist the Fire Chief in budgeting for the department, maintaining department property, and coordinating public relations for the department. Employees of this class work with a high degree of independence, receiving general instruction from the Chief. This class ranks immediately below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on one shift. Assists in setting management policies for the department, and recommends new policies, goals, and objectives. Participates in the research and planning of the department and determines department organization. Monitors local conditions that may become safety hazards. Keeps informed on modern fire fighting methods and administrative practices, and makes recommendations regarding the fire service. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies new laws and regulations to determine if changes in department policies are needed.

Investigates all department incidents and makes recommendations for action to be taken. Assists the Fire Chief in developing a personnel recruitment and selection program, interviews prospective employees, and makes suggestions for hiring. Aids the Fire Chief by keeping promotional eligibility lists and recommends promotions in accordance with civil service law. Promotes peace and harmony within the department, sees that discipline is maintained, counsels employees who are experiencing work problems, and works with employee groups. Delegates authority to subordinates for the more effective operation of the department. Holds meetings with department personnel to receive reports and disperse information, inspect the appearance of equipment and personnel, and assign work areas. Approves leave, evaluates work performance, and reviews employee reports. Discusses employee work performance with superiors, and provides assistance to subordinates in technical

areas of work. Resolves employee grievances, counsels employees experiencing work problems, or recommends disciplinary action to the Fire Chief.

Responds to all emergency calls. Directs subordinate employees at the scene of an emergency, including containing hazardous materials, rescuing persons, providing emergency medical assistance, doing salvage work during the fire, and overhauling after the fire. Performs size-up of an emergency scene and personally acts as part of the fire attack team. Takes charge of safety procedures at the scene and maintains communications between the fire scene and other authorized personnel.

Assists the Fire Chief with the accounting for the assets of the entire department. Aids in the preparation of the budget by gathering and organizing information necessary in compiling the budget. Prepares expenditure and revenue estimates, in addition to authorizing the expenditure of funds. Purchases equipment and supplies in line with the budget.

Assists the Fire Chief with developing a training program for the department, ensuring that it is properly staffed and supplied. Performs and supervises regular employee training at all levels in the classroom, conducts drills and evolutions, and administers informal training for new employees. Oversees training in basic firefighting, apparatus, hoses, first aid, hazardous materials, and salvage and overhaul. Also directs training in pre-fire planning, inspection, investigation, and safety.

Assists the Fire Chief by providing maintenance for all department records, and supervises the preparation and maintenance of all division records. Personally completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and aids the Fire Chief in writing requests for funds to aid in the operation of the fire service.

Supervises the general care and maintenance of fire fighting apparatus and equipment, including communication equipment, vehicles, and station grounds. Directs the testing of equipment, assures that all equipment meets applicable standards, and arranges for maintenance or repairs as needed. Inspects equipment after repairs to see that repairs were properly accomplished. Writes specifications for new department equipment, assists the Fire Chief with overseeing the bidding process, and meets with sales representatives to review products. Maintains inventory of supplies and equipment, orders new equipment, and distributes those supplies to the appropriate personnel.

Directs the inspection of buildings, determines the existence of potential fire hazards, and recommends changes to fire prevention codes. Collects pre-fire planning information by visiting area structures and becomes familiar with any features which might become important in an emergency situation. Investigates the

causes of fire, especially those suspected to be the result of arson, and secures the fire scene to prevent the damage of evidence. Oversees collection of arson evidence, assists the Fire Chief in pursuing arson suspects, assists arson investigation personnel, and testifies in court when required.

Aids the Fire Chief in reading department correspondence and deciding what type of action should be taken in reply. Writes official department articles for publication, letters in response to requests, and gives demonstrations to inform the public of fire department work. Assists the Fire Chief with conducting surveys regarding quality of fire service and uses that data to help set new department public relations goals. Acts as department representative to the news media, answers questions from the public about the department, and conducts tours of department facilities for groups. Coordinates special public relations projects with other agencies and acts as a consultant to volunteer fire departments in surrounding areas.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain for at least four (4) years immediately preceding closing date for application to the board.